

**ELSMERE PENSION COMMITTEE
MEETING MINUTES
MARCH 13, 2013
COUNCIL CHAMBERS
6:30 p.m.**

CALL TO ORDER: Chairwoman Pat Frantz called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

In absence of the Secretary, John Jaremchuk suggested that John Giles take roll.

CHAIRWOMAN	PAT FRANTZ	PRESENT
SECRETARY	JOHN ASBELL	ABSENT
COMMITTEE MEMBER	STEVE BARONE	PRESENT
COMMITTEE MEMBER	JOHN JAREMCHUK, JR.	PRESENT
COMMITTEE MEMBER	ELAINE NEGLEY	PRESENT
COMMITTEE MEMBER	DEBORAH NORKAVAGE	ABSENT
COMMITTEE MEMBER	NEAL STRAUSS	PRESENT

Town Manager, John Giles – Present

Director of Finance, Joseph Schulcz – Present

Town Manager John Giles indicated that a new police representative would be appointed tonight.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

Minutes of the December 12, 2012 Pension Committee Meeting

ACTION: A motion was made by John Jaremchuk to approve the minutes of the December 12, 2012 Pension Committee Meeting with no corrections. The motion was seconded by Neal Strauss.

VOTE: 5-0 All-in-favor Motion carried

SUPPLEMENTAL AGENDA:

Patrolman Asbell no longer wishes to serve on the committee. The police department has appointed Patrolman Steven West to replace Patrolman Asbell. Patrolman West arrived at the meeting at this point. John Giles explained that the reason it was on a supplemental agenda was because of the new FOIA rules, they could not wait three months until the next meeting to make the appointment.

ACTION: A motion was made by John Jaremchuk to accept the appointment of Steven West. The motion was seconded by Neal Strauss.

VOTE: 5-0 All-in-favor Motion carried

Discussion ensued regarding the wording of the ordinance, at which time additional motions were made:

ACTION: A motion was made by John Jaremchuk to appoint Steven West to replace John Asbell on the Pension Committee. The motion was seconded by Neal Strauss.

VOTE: 5-0 All-in-favor Motion carried

ACTION: A motion was made by John Jaremchuk to appoint Steven West as Secretary of the Pension Committee. The motion was seconded by Neal Strauss.

VOTE: 5-0 All-in-favor Motion carried

Town Manager John Giles then instructed Steven West briefly on the role of the Secretary.

FINANCIALS:

Review of financial activity since the last committee meeting: December 2012, as well as the January and February 2013 statements from Christiana Bank and Trust.

Chairwoman Frantz let the committee members know that the bank statements from Christiana Bank & Trust for December 2012, January and February 2013 were present for anyone who wanted to review them.

OLD BUSINESS: None

NEW BUSINESS:

Items for the Elsmere Police Pension Plan

a) Review & approval of the 2012 year end actuarial study:

A presentation was given by Parker Elmore of Primoris Benefit Advisors; a brief question and answer session followed. It was clarified that the Town's unfunded liability is \$1.512 million. Parker Elmore recommended that the Town contribute a minimum of \$50,000 -

\$60,000.00 per annum, via a policy rather than ad hoc funding, to justify the rate to auditors. A policy is not a mandate.

ACTION: A motion was made by John Jaremchuk to accept the report of the 2012 year end actuarial study. The motion was seconded by Neal Strauss.

VOTE: 6-0 All-in-Favor Motion carried

Parker Elmore indicated that a PDF of the report was sent, but that a final copy would be issued in 6 weeks after the new disclosures became available.

b) Review and approval of the 2013 COLA increases for pensioners:

ACTION: After discussion, a motion was made by John Jaremchuk to dispense with the approval process. The motion was seconded by Steven West.

VOTE: 6-0 All-in-Favor Motion carried

Items for the Elsmere Police Secondary Pension Plan: None

Items for the Town of Elsmere Employee Retirement Plan: None

A discussion of the position of chairman for the committee. The current chair Pat Frantz will take a position on Council on May 05, 2013. This will require her resignation as chair of the committee.

Town Manager John Giles stated that this was added to the agenda so that the committee is aware that this will need to happen, and can consider who Council would like to nominate. Council nominates a citizen, and the committee chooses the chair.

The committee must discuss a change to GASB 27, concerning the interest rate to be used for the pension valuation which is dependent upon the funding policy of the Town.

Parker Elmore commented that getting the Town to commit to a policy of \$50-\$60 thousand as an annual commitment would assist the auditors.

There was discussion, and John Jaremchuk indicated he would make a motion to draft a policy at the Council Meeting.

ITEMS SUBMITTED BY COMMITTEE MEMBERS: None

PUBLIC COMMENT: None

ADJOURNMENT:

Next meeting set for June 12, 2013 at 6:30.

ACTION: A motion was made by John Jaremchuk, Jr. to adjourn. The motion was seconded by Elaine Negley.

VOTE: 6-0 All-in-Favor Motion carried

These minutes summarize agenda items and other issues discussed at this meeting. Votes are recorded accurately. The audio tape(s) of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio tapes may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.

**PATRICIA FRANTZ
CHAIRWOMAN**

**STEVEN WEST
SECRETARY**